

**PROGRAM
OVERVIEW**

The organizational structure of the Department of Human Services (DHS) is available for review at the DHS website. The function of each of its organizational units as they relate to the administration of the title IV-E foster care maintenance, adoption assistance and guardianship assistance programs is outlined below.

Offices of Director and Chief Deputy Director

These offices oversee all programs administered by the department. The director and chief deputy director review and approve the title IV-E State Plan.

**Financial and
Administrative
Services****Chief Administrative Officer**

This administration is responsible for the development of the annual budget, for research, evaluation, and analysis of agency policy in all program areas, for the financial management of the agency, for managing all contracts into which the agency enters, and for general business services procured for and provided by the agency.

This administration includes the Accounting Division where the cost allocation process and federal claim activities are performed. Additionally, all contracts with private providers for foster care services are within this administration in the Division of Contracts and Rate Setting. The DHS Budget Division is also found within this administration and has a role in providing consultation to other administrative units within DHS related to budget development and the proper use of federal funding streams.

**CHILDREN'S
SERVICES
ADMINISTRATION**

This office provides policy development and direction for departmental programs directed primarily at children and their families. Administration of the title IV-E program for the state is the direct responsibility of this administration. The deputy director for Children's Services serves as the director of Children's Services

Administration and in that role supervises all child welfare programs, including title IV-E, for the department.

Bureau of Child Welfare

This bureau is responsible for all child welfare policy and program development for the state. There are distinct offices within the bureau that implement all federal regulations related to child welfare. They include:

- Children's Protective Services and Family Preservation

This office provides policy development and direction for family preservation programs and children's protective services. The programs focus on preventing child abuse and neglect, protecting children who are abused and neglected, providing safety, well-being and permanency for children removed from their homes and reunifying and supporting families in their community.

- Permanency Division

This office provides policy development and direction for the adoption program, the guardianship assistance program and for Chafee and the education and training vouchers. This office ensures compliance with federal title IV-E regulations in the management of these programs.

- Children's Foster Care

This office is responsible for the administration of title IV-E funded activities related to case planning, judicial system compliance with federal regulations related to state foster care policy and the full range of activities related to policy and program operation for title IV-E.

Bureau of Juvenile Justice

This bureau provides executive policy and procedural direction to all juvenile justice services administered by the agency. Costs are charged to benefiting programs based upon the activities performed by staff.

Child Welfare Training Institute

The institute provides or contracts for training opportunities to children and youth services workers who administer programs for children and youth for whom the DHS is responsible. The child welfare

training program comports with title IV-E regulations and ensures that staff are trained adequately to perform their required duties.

Child Welfare Improvement Bureau

Within this bureau, which reports to the director for Children's Services, four offices are located that each play a role in the administration of the title IV-E program. Those offices and activities are:

- Federal Compliance Division

The function of this office is the overall management of the state title IV-E plan and assurances of federal compliance to the regulations of that plan. The office is responsible for ensuring other bureaus and offices within DHS follow established policy and program directions and that federal claim practices comply with federal regulations.

- Child Welfare Contract Compliance Unit

This division monitors contracts with private child placing agencies for the quality of services provided to children, youth and juvenile justice programs. This office is responsible for ensuring the contractors' activities conform with all regulations applicable to title IV-E for both maintenance and administrative claims.

- Child Welfare Data Management Office

This office is responsible for the State Automated Child Welfare Information System (SACWIS) and for all activities related to the delivery of the Adoption, Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS) data to the federal government. This office also provides management data on the title IV-E program and on all other child welfare activities from the SACWIS system.

- Child Welfare Quality Assurance Office

This office is responsible for monitoring performance expectations internally and with contracted providers using performance indicators. This office makes recommendations to the Child Welfare Improvement Bureau and Field Operations for improving the child welfare system.

Bureau of Child Welfare Urban Field Operations

This bureau is responsible for the monitoring and oversight of all Children's Services functions within the 6 urban counties (Wayne, Oakland, Genesee, Macomb, Kent and Ingham). This bureau oversees the compliance of all consent decree requirements and expectations for the urban counties, such as approval of exceptions to place and caseload standards. This bureau is also responsible for the approval of all hiring/personnel related issues within the urban counties.

**Bureau of
Children and
Adult Licensing**

The mission of this bureau is to ensure protection of vulnerable adults and children who are receiving care from licensed agencies, facilities, and homes. BCAL licensing consultants conduct onsite evaluations to determine compliance with state law and licensing rules, consult with child welfare organizations to improve the quality of service, and investigate complaints alleging administrative rule or statute violations. BCAL also ensures that the homes and facilities where children will be placed and which are eligible for title IV-E maintenance and administrative payments are appropriately licensed to conform with title IV-E regulations.

BCAL is organized in three distinct divisions:

- Adult foster care is responsible for licensing and the regulation of family, small, large and congregate adult foster care homes, homes for the aged, and specialized programs for developmentally disabled and/or mentally ill individuals who reside in adult foster care homes.
- Child day care is responsible for the licensing and regulation of day care family and group homes and child day care centers. Child day care licensing consultants are charged directly to the child care development fund.
- Child welfare is responsible for the licensing and regulation of child caring institutions, child placing agencies, children's camps, adult foster care camps, and inspecting juvenile court-operated facilities.

**Office of Legal
Affairs**

Legal affairs is responsible for all activities related to legal and administrative management of the department. Legal affairs will conduct research and provide guidance to program and policy staff throughout the department with respect to departmental compliance with state and federal laws and regulations. The Office of Legal Affairs also assists the Federal Compliance Division in the proper appeal of court orders that may violate title IV-E regulations. The Office of Legal Affairs is also the department's liaison to State Office of Administrative Hearings and Rules located in the Department of Energy, Labor and Economic Growth, which handles administrative hearings on behalf of the DHS.

**Office of
Inspector
General and
Internal Control**

This office conducts investigations to determine whether fraud has occurred. It prepares evidence for referral to county prosecutors, conducts computer tape matches with governmental and private organizations to reveal unreported client assets, and conducts special surveys to identify the nature of fraud in the state. The office recommends policy and procedural changes to help reduce fraud and administrative error. The activities noted above benefit all programs administered by the DHS.

**Michigan
Domestic
Violence
Prevention and
Treatment
Board**

This office provides policy and procedural direction to the agency's efforts to reduce domestic and sexual violence and to provide services to survivors. This office provides for the administration of grants to communities and state agencies to improve local awareness of and response to domestic and sexual violence. This office also collaborates on policy development on matters related to domestic and sexual violence at it affects families and children involved in the child welfare system. This office is not supported by title IV-E funds.

**Bureau of Child
Support**

This office administers the child support program for the department. This office works in conjunction with Children's Services Administration to ensure federal regulations related to parent locator services and other administrative activities supporting the title IV-E program are implemented statewide and supported in policy application.

**Office of Internal
Audit**

This office conducts fiscal reviews and audits of local and central offices, of providers under contract with the agency, and other special programs. It coordinates audits and program reviews conducted by entities external to the agency and coordinates agency responses to the findings of such audits and reviews. The office recommends policy and procedural changes to improve administrative practices and strengthen internal controls. This office ensures corrective action is taken when audits reveal issues in the administration of programs, including the title IV-E program. Follow-up audits are completed to ensure that the administration of programs are compliant with federal and state regulations and that the cited corrective action has had the desired impact.

**Office of
Legislative and
Liaison Services**

This office performs liaison activities with the Michigan Legislature. This office works with the Children's Services Administration to ensure that state legislation comports with federal regulations particularly in the area of title IV-E.

**Office of
Communication
s**

This office controls the external and internal communications for the department. This office receives citizen and news outlet inquiries about Michigan's program operation and works with the Children's Services Administration to publicly comment on the administration of the title IV-E program.

**Office of Family
Advocate (OFA)**

This office serves as the agency's liaison to the Office of Children's Ombudsman (OCO). As such, the office director coordinates the timely transfer of case records requested by the OCO and coordinates the DHS's official response to the OCO's reports of findings and recommendations and requests for action. This office provides quality assurance functions related to all aspects of child welfare from programmatic and policy concerns to payment issues.

This office strives to ensure that Michigan's children and families receive the most up-to-date and professional services possible. This office is responsible for providing an objective review and assessment of agency practice, policy and law to identify areas that need to be enhanced, or where additional training might assist DHS workers in the challenging job of protecting Michigan's children. This office advises the DHS director on issues related to child and family services, policy and law. This office provides objective case reviews of DHS/private agency efforts on behalf of children and families. In this capacity, this office reviews select high profile cases, as well as cases brought to the agency's attention by the OCO and legislators.

Head Start

This office performs liaison activities with the state's Head Start program.

**Interagency and
Community
Services**

This office coordinates with programs and services provided to department clients by other state and local agencies and entities. This office also oversees the department's activities with respect to the 12 federally recognized Native American Tribes in Michigan. This office is the liaison with the Children's Services Administration to ensure compliance with the Indian Child Welfare Act.

Migrant Affairs

This office provides policy development and direction to the provision of assistance and services provided to migrants. This office also works with the Children's Services Administration to ensure all federal regulations related to child welfare are implemented for the migrant population.

**Native American
Affairs**

This office provides policy development and direction to the provision of assistance and services to American Indian clients.

**Refugee
Services**

This office provides policy development and direction for the Refugee Assistance Program.

**Division of Adult
and Family
Services**

This office provides policy and procedural direction to the financial assistance programs administered by the agency. This office implements the Medicaid policy and program requirements for children in foster care and adoption settings. This office also works closely with the Children's Services Administration in all aspects of assuring health care is provided to all children in the child welfare system.

**Field Operations
Administration
Child Welfare
Office**

The Field Operations Administration (FOA) provides executive direction to all local DHS offices with the exception of child welfare offices in bifurcated counties that report to the Bureau of Child Welfare Urban Field Operations. FOA is responsible for the local office implementation of all DHS programs and services, as well as for policy and program development for field operations. As part of its mission, FOA develops formulas and allocations for local office staffing, travel and Contractual Services, Supplies and Materials (CSS&M) funds. FOA also develops formulas and allocates funds to local offices for contract allocations including but not limited to Strong Families Safe Children (SFSC), Youth in Transition (YIT), and Adoption Foster Parent Recruitment and Retention (AFPRR).

The Field Operations Administration includes the FOA - Child Welfare Office, which is responsible for the implementation of Children's Protective Services (CPS), Foster Care, Adoption and Juvenile Justice (JJ) in the non-bifurcated counties. The FOA - Child Welfare Office also reviews and approves exception requests

required by policy and for hiring child welfare workers. The FOA - Child Welfare Office is responsible for the administration of the Adoption Subsidy, Subsidized Guardianship and Medical Subsidy programs.

**Availability of
State Plans**

The Federal Compliance Division will ensure any approved revisions to the Michigan title IV-B and title IV-E state plans will be provided to the Office of Communications and published on the DHS website. The Federal Compliance Division will also ensure all state-wide assessments, reports of findings, and program improvement plans developed as a result of a child and family services review are available for public inspection on the DHS website. The timeline for completion will be within 30 days of the Administration of Children and Families notification.

**Negotiation with
Native American
Tribes**

The Department of Human Services negotiates in good faith with any Indian tribe, tribal organization or tribal consortium in the state that requests assistance. DHS will develop an agreement to administer all or part of the title IV-E program on behalf of Indian children who are under the authority of the tribe, organization, or consortium. This includes foster care maintenance payments on behalf of children who are placed in state or tribally licensed foster family homes, adoption assistance payments, or guardianship assistance payments. The department will also provide tribal access to resources for administration, training, and data collection for title IV-E.